

NOTE: This form should be reproduced on company letterhead. If letterhead is unavailable, the name, mailing and physical addresses and telephone number of the company should be shown on the form.

To Whom It May Concern:

This letter authorizes our driver _____
to be off-duty during meal and other routine stops.

The purpose of the Federal Hours of Service Regulations (Part 395) is to keep tired drivers from operating vehicles. Under certain circumstances, however, it appears that enroute stops for meals or other routine purposes may serve to lessen a driver's fatigue.

Therefore, this letter is authorization for you to record your meal or other routine stops on your logs as "off-duty," rather than "on-duty not driving" as would normally be the case. However, this may be done only under all of the following circumstances:

- Your vehicle must be parked in a safe and secure manner so as to prevent obstruction of traffic and theft or damage to the vehicle and cargo.
- The off-duty period must be no less than 30 minutes and no longer than 60 minutes.
- During the off-duty period, you are relieved from any and all responsibility for you vehicle and cargo.
- During the off-duty period, you are free to leave the premises on which your vehicle is parked and to pursue activities of your choosing, as long as your ability to safely operate your vehicle is not impaired as required by part 392, "Driving of Vehicles," of the Federal Motor Carrier Safety Regulations.

Signature of Company Official _____

Printed Name of Company Official _____

Title of Company Official authorizing Off-Duty Status _____

Date Signed: _____

(Maintain a copy of this letter in the driver's file.)